CIR (Curriculum Inventory Reporting) Q &A

Q: **I cannot see my classes in the CIR system.**

> A: Send email to CLASSES@augusta.edu with the courses to which you need access and they will add you and reply.

Q: **I logged into CIR, and I see one class but not the others.**

> A: Send email to CLASSES@augusta.edu and include the courses you need but cannot see and access will be added

Q: **When do I need to have CIR entered?**

> A: Spring-February 22
>
> Summer-July 8
>
> Fall-October 7

(If date falls on Saturday, due Friday before; if date falls on Sunday, due Monday after)

Q: **If I need my admin to be able to enter my CIR, how can I get them access?**

> A: Send email to CLASSES with the person's name and courses to which they should have access.

Q**: I logged into CIR but I am not sure how to calculate/enter it.**

> A: Send email to CLASSES with your questions. They will email you the link to the instruction manual. The Registrar's Office is not able to tell you how to calculate the faculty load information, that is determined by each academic unit.